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VOTES
OF THE
OVERSEERS AND CORPORATION

OF

Harvard University

RELATING TO

Articles 60 and 28 of the Statutes.

ARTICLE 60.

“THE Professors in each department, where there are more than one, shall constitute a Board, at which the senior Professor shall preside. They shall have charge of the instruction in their respective departments, see that it be conducted in an effectual manner, and recommend such Instructors as may be wanted, who shall receive the aid, countenance, direction, and supervision of the Professors in the department. The Professors shall make personal examinations and critical inquiries into the conduct and attainments of the Students in their respective departments. Reports relating to each department, with such observations and recommendations as to studies and discipline, as may appear useful, shall be made at the end of each term by the Boards respectively to the President, to be laid before the Corporation; and a similar report shall be made twice a year, to be laid before the Overseers.

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“Where there is but one Professor in a department, he is charged with the same duties as would pertain to a Board of Professors; and whilst any department is without a Professor, the duties above described shall devolve on the other Instructor or Instructors in the department, or on such of them as the Corporation shall designate.”

A Committee of the Overseers of Harvard College, appointed to consider in what mode the Reports from the Faculty and Departments should be made in future, presented a Report, which was accepted by the Overseers on the 9th of February, 1826, and of which the following is an extract.

“With reference to the mode in which the Reports to this Board, required by the 60th article of the Statutes, shall be made in future, your Committee would state, that in this article it is provided that reports from the several departments shall be made twice a year, to be laid before the Overseers. It has been usual for the President, in behalf of the Faculty, to make a report on the general state of the University, and for the Instructors, members of the Faculty, to make reports upon their respective departments, to the Committee appointed semiannually to visit the College. Your Committee would recommend that the report made to the Visiting Committee by the President should be continued; but they think that,—instead of requiring the Instructors to make semiannual reports to that Committee upon the state of their departments according to the usage, and also similar reports upon the same subject directly to this Board, in conformity with the 60th article of the new code,—it is expedient to provide that the reports mentioned in that article be delivered to the Visiting

Committee, to be by them laid before this Board, at its next stated meeting, together with such report thereon as they may think fit. It is deemed highly important by your Committee, that these reports should be drawn up on some regular and uniform plan, in order that those of different departments, and those of the same department in successive years may be readily compared, and thus the relative condition of all the departments, and the progressive improvements in each, be distinctly known. They deem it not less important that the information contained in them should be annually presented, in a condensed and convenient form, to the deliberate examination of every member of this Board ; so that all may be acquainted with the actual state of the University, and thus be enabled to take those comparative views of its condition from time to time, which will afford the best means of improving the institution in every respect, and especially of adjusting the relative proportions of study in the different branches of knowledge in such a manner as shall best conduce to a thorough and useful education. In pursuance of these views, the Committee beg leave to submit to the consideration of the Board the following Orders.

Ordered I. That the Reports, required to be prepared for this Board by the 60th Article of the Statutes of the University, be delivered to the Committee semiannually appointed to visit the College, being made up to the end of the term preceding the visitation ; and that the Committee lay them before this Board at its next stated meeting, together with such report thereon as they may think fit.

Ordered II. That to the Committee visiting the College in the spring, one Report shall be delivered from each department, which shall include the first

and second terms, and shall contain the names of the Professors and other Instructors in the department ;—the classes instructed by each ;—the number of divisions, and the number of students in each division ;—the number of lectures and exercises required of each Instructor, and the number, if any, omitted by him ;—the number of absences of the students, excused and not excused ; and the number of omitted exercises subsequently recited ;—together with any further information which the Board of that department may wish to convey, and any measures which they may think fit to recommend for the improvement of their own department or of the University generally.

Ordered III. That before Commencement day in each year, there be transmitted to the President of the College, to be by him delivered to the Committee, who shall visit the College in the autumn, a Report from every Instructor in each Department, which Report shall include the whole of the preceding College year, and set forth the following particulars ;

1. The classes or parts of classes taught by him, whether of graduates, undergraduates, or other students, and the number in each.

2. The number of divisions in each class or part of a class, and the number of students in each division ; in what manner the divisions are formed, and when and how they have been changed during the year.

3. The number of Lectures delivered by him,—of exercises heard by him from each division, and of written exercises examined,—and the number of omitted exercises subsequently heard.

4. The time allowed by him to each lecture and exercise, the time spent in examining written exercises, and in hearing exercises omitted.

5. The studies pursued under his direction, distinguishing those of each division.

6. The progress made in each study, as indicated by the number of lectures heard and of written exercises rendered, and by the books studied ; the precise amount in each book being specified.

7. What proportion of the students present were examined at each exercise or lecture, and how many took notes of the lectures.

8. The number of lectures and exercises required from him by law.

9. The number of each omitted by him.

10. What measures he would recommend in relation to the instruction or discipline of his department, or of the College in general.

Ordered IV. That from the reports of the Instructors, and from the records of the Faculty and other official documents, the President of the College prepare for the information of this Board an annual Report, ending with Commencement in each year, and presenting in a tabular form, in such manner as may best facilitate reference and comparison, the statements hereinafter mentioned ; and that he cause the same to be printed for the use of the members of this Board, and laid before them at the stated meeting in January.

FIRST.—*The Duties of the Instructors.*

1. Name of each Instructor.

2. Classes or parts of classes taught by him, whether graduates, undergraduates, or other students.

3. Number of divisions in each class or portion of a class.

4. Number of students in each division.

5. Number of exercises to each division.
6. Time spent at each exercise.
7. Number of lectures to each class.
8. Time spent in delivering each lecture.
9. Number of written exercises examined.
10. Time employed in examining them.
11. Number of omitted exercises subsequently heard.
12. Time employed in hearing them.
13. Number of exercises and lectures omitted by each Instructor.
14. Number of hours spent each day in term-time, on an average, in performing the whole of the above duties.

SECOND.—*The State of the Departments.*

1. Name of each Department.
2. Names of the Instructors in each.
3. Number of lectures and of exercises which it gives to each class, whether of graduates, undergraduates, or other students.
4. Number of exercises and of lectures it gives, which are obligatory.
5. Number of exercises and of lectures it gives, where a choice is permitted to those who attend them.
6. Whole number of lectures and of exercises it gives.

THIRD.—*The Progress of the Students.*

1. Designation of the class, whether graduates, undergraduates, or others.
2. Its studies during the year.
3. Its divisions for each study.

4. The number in each division.
5. The lectures attended and books studied by each division, the progress made in each book being precisely marked.
6. The number of exercises in each branch of study to each class or division.
7. The number of written exercises rendered by each class or division.
8. What proportion of the students, present at each recitation or lecture, were examined, and how many took notes of the lectures.

FOURTH.—*Omissions and Punishments of the Students.*

1. Names of the classes.
2. Number in each class.
3. Number of exercises omitted by the members of each class, and excused.
4. Exercises omitted and not excused.
5. Omitted exercises subsequently rendered.
6. Absences from College of the members of each class, excused.
7. Absences from College of the members of each class, not excused.
8. Punishments of each description inflicted on the members of each class.

FIFTH.—*General Statements.*

1. Number of Students, viz.
 - Undergraduates.
 - Theological Students.
 - Law Students.
 - Medical Students.
 - Other Students.
 - Total

2. Estimate of the necessary expenses of a student, the price of tuition per annum, and the price of board in commons per week.

3. What portion of the students of each class board in commons.

4. Remarks on the state of the Institution, and measures recommended for its improvement.

SIXTH.—*Treasury Statement.*

1. A general statement of the receipts and expenditures of the year according to the Treasurer's books, arranged under their appropriate heads.

2. Name of each Instructor or Officer, with the amount paid to him during the year for services, either ordinary or extraordinary."

ARTICLE 28.

"The emoluments of the President and of all the Professors and Instructors, shall be made to depend, when it can be done consistently with the statutes of their respective foundations, in some measure on the number of students; and for this purpose, whenever a new appointment is made to any of these offices, or whenever the present incumbents shall assent to the arrangement, these officers shall receive a certain fixed salary, and shall be entitled, in addition thereto, to a certain sum for every Undergraduate."

The following votes, relating to the preceding Article of the Statutes of the University, were passed

by the Corporation and approved by the Overseers on the 26th of January, 1826.

1. *Voted*—That the emoluments of the President, of the Hollis Professor of Divinity, the College Professor of Logick and Metaphysicks, the Hancock Professor of the Hebrew and other Oriental Languages, the Hollis Professor of Mathematicks and Natural Philosophy, the Boylston Professor of Rhetorick and Oratory, and the Eliot Professor of Greek Literature, shall be continued at the present rates, until the quarter ending on the 30th of September in the year 1828; and that from and after that time, the annual grants to the said officers shall be discontinued.

2. *Voted*—That those of the above mentioned Officers, who shall be in office after that time shall receive, in addition to their present fixed salaries, the following sums, that is to say, the President the sum of six dollars for every Undergraduate above the number of two hundred and fifty, and the respective Professors above mentioned, except the Professor of Rhetorick and Oratory, four dollars each for every Undergraduate above two hundred and fifty. The Professor of Rhetorick and Oratory shall receive such a sum, as, added to the income of the fund for the support of the said Professor, shall make his emoluments equal to those of the other Professors named.

3. *Voted*—That whenever new appointments shall be made, the salaries and emoluments of the respective Officers so appointed shall be as follows, viz. To the President, a fixed salary of fifteen hundred dollars, with the addition of three dollars for every Undergraduate, until the number amounts to two hundred and fifty, and six dollars for every Undergraduate above that number;—to the

respective Professors of Divinity, of Logick and Metaphysicks, of the Hebrew and other Oriental Languages, of Mathematicks and Natural Philosophy, and to the Eliot Professor of Greek Literature, a fixed salary of one thousand dollars, with the addition of two dollars for every Undergraduate, until the number amounts to two hundred and fifty, and four dollars for every Undergraduate above that number; excepting that, where the foundation for any of the said Professorships shall produce an income exceeding the proposed salary, the Professor shall receive only so much in addition to his income as will make his emoluments equal to those of the said other Professors.

4. *Voted*—That on a new appointment of a Boylston Professor of Rhetorick and Oratory, he shall receive only the income of the fund appropriated to that Professorship, unless the emoluments of the other Professors above mentioned shall exceed the amount of his said income, in which case he shall be paid such further sum as shall make his emoluments equal to theirs. A like rule is established with regard to the Alford Professor.

5. *Voted*—That all Tutors, hereafter appointed, shall receive a fixed salary of four hundred dollars, with the addition of one dollar for every Undergraduate, until the number amounts to two hundred and fifty, and two dollars for every Undergraduate above that number

Provided however—That whenever the number of Students shall exceed four hundred and fifty, the Government of the College may, at their discretion, alter the rate of allowance herein before provided, with respect to all Students above said number.

6. *Voted*—That one half of the fees paid for tuition by Resident Students, who are not candidates for a degree, shall be paid over to the Professors and other Officers, on whose instruction such Students shall have respectively attended, to be divided among them in such manner as shall be determined by the regulations to be made concerning such Students, and that out of the remaining moiety the sum of six dollars for every such Student shall be paid to the President.

The amount proposed to be paid as aforesaid to the several Officers for each Undergraduate or other Student is estimated for a whole year ; if any Undergraduate or Student should leave the University before the end of the academic year, the amount payable on his account will be reduced accordingly.

7. *Voted*—That the Corporation, with the assent of the Overseers, shall have power from time to time to amend or to repeal the foregoing provisions ; provided, however, that such amendment or repeal shall not operate to reduce the emoluments of any officer below the amount which he would have been entitled to receive at the time of his acceptance of his office.

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